



## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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DOWNEY, CALIFORNIA 90242  
(562) 940-2501



**CALVIN C. REMINGTON**  
Interim Chief Probation Officer

June 15, 2016

TO: Each Supervisor  
FROM: Calvin C. Remington  
Interim Chief Probation Officer

**SUBJECT: NOTIFICATION OF RETROACTIVE PURCHASE ORDER TO REIMBURSE  
COOPERATIVE PERSONNEL SERVICES FOR TESTING SERVICES  
RECEIVED FROM AUGUST 2015 THROUGH MAY 2016**

This is to inform your Board that the Probation Department (Department) will be requesting the Internal Services Department (ISD), as the County's Purchasing Agent, to issue a retroactive Purchase Order (PO) in the amount of \$127,474.26, to Cooperative Personnel Services (CPS) for testing services rendered to the Department from August 2015 through May 2016. This will enable the Department to address a retroactive circumstance that is associated with an increased level of testing services commensurate with the effort to fill 400 sworn officer positions by June 30, 2016. Sufficient funds are available in the Department's FY 2015-16 Final Adopted Budget to enable reimbursement to CPS. My staff would work with ISD to process the necessary PO for the reimbursement.

### **Background**

Cooperative Personnel Services is the sole authorized distributor for examination tests developed and approved by the California Board of State and Community Corrections (BSCC). The BSCC holds proprietary rights to validated examination materials for entry-level Adult Corrections Officer, Juvenile Correctional Officer, and Probation Officer classifications utilized by the Department in the applicant testing process. These written examinations are an integral part of the probation officer testing process and are State-mandated.

In April 2015, the Department committed to your Board that it would significantly increase its recruitment and examination efforts for the Sworn Officer classifications by hiring 400 new staff within the ensuing 12 months. Consequently, there was a significant increase in the number of examination test administrations scheduled and administered utilizing the State Juvenile Corrections Officer and Probation Officer written examinations. This resulted in a substantial increased cost for testing services provided by CPS, which

exceeded the Department's delegated purchasing authority. Consequently, the Department currently has many outstanding invoices pending payment to CPS for services received.

My staff is working on a chronology of the activities that led to this retroactive occurrence. In addition, a Corrective Action Plan (CAP) is being prepared. We will be scheduling a meeting with the County Retroactive Contracts Review Committee (RCRC) regarding this matter, including their review and approval of the CAP. We will provide your Board a status of this matter within 30 days. However, there is an emergent fiduciary need to reimburse CPS for services rendered.

In addition, in recognition of the retroactivity and that CPS' services will continue to be needed at a substantially higher level, in comparison to that of prior years, and that the related costs will be beyond the Department's purchasing authority, we will be preparing a sole source contract for your Board's consideration. We anticipate providing a recommendation to your Board within the next six months.

Based on a preliminary review, we believe there will be a minimum impact on our ability to hire as a result of a temporary stoppage in testing services. The Department has sufficient candidates in Bands 1-3 on various active eligible lists, as well as a high number of candidates in the active background process.

Due to the emergent need to reimburse CPS, unless otherwise instructed by your Board by **Friday, June 24, 2016**, my staff will proceed to work with the Internal Services Department on processing a purchase order to enable reimbursement to CPS in the amount of \$127,474.26.

Please contact me if you have any questions or require additional information, or your staff may contact Efrain Muñoz, Administrative Deputy, at (562) 940-2516.

CCR:EM:DC

c: Lori Glasgow, Executive Officer, Board of Supervisors  
Sachi A. Hamai, Chief Executive Officer  
Mary C. Wickham, County Counsel  
John Naimo, Auditor-Controller  
Dave Chittenden, Chief Deputy Director, ISD  
Sheila Williams, Senior Manager, Chief Executive Office  
Justice Deputies